



2018 STATE ADMINISTRATION WORKSHOP AND FORUM

SATURDAY 4th and SUNDAY 5th AUGUST 2018

The purpose of this workshops is to assist Club and Zone officials (or anyone who wishes to become one) in the administration of their respective organisations and their dealings with each other and the Association office and discuss the future of Pony Club. **This opportunity is available for two to three representatives from each Zone for the Administration workshop/forum.**

Please note that the Association is paying for shared accommodation for the Friday and Saturday nights of the workshop and will include meals. This will be booked by the Association. Any added accommodation is not included, and must be booked and paid by you. It is requested that the Zone help pay for travel expenses to and from this workshop.

Topics may include: Future Direction of Pony Club, Constitution, Strategic Planning, New Database System, Writing Grants, Risk Management, Working with Children Check requirements and Child Safe Environments, Member Protection Information Officer, Conflict Resolution, Complaints Handlers Role, Insurance and Incorporation, and an open forum for discussion and questions.

VENUE: **Valentine Sports Park**
235-257 Meurants Lane,
Glenwood NSW 2153

TIME: **9:00 am on Saturday and conclude approximately 3pm Sunday**

COST: **FREE**

Please return the form below to the Association Office before 16th July 2018

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The following persons will be attending the State Administration Workshop and Forum to be held at _____ on Saturday 4th and Sunday 5th August 2018:

Yes, the following member of my Zone will be attending the State Administration Workshop & Forum

Name: _____

Address: _____

Telephone: (H) _____ (W) _____

Email: _____

Position: _____

I will require shared accommodation for Friday & Saturday night

Yes / No (please circle)

I would like to share accommodation with _____